

**Fee - \$349 per day**

**Early Registration**

**Discount** \$329 for online registration or if payment is received by **May 13, 2016**

**Monday  
June 13, 2016**

**REGISTER NOW**

[www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)

By registering for a Training Institute event, you agree to all applicable Institute policies.

**ENHANCE YOUR EEO KNOWLEDGE** at the **2016 EEOC Baltimore Area Technical Assistance Seminar** sponsored by the **EEOC Philadelphia District Office**. The seminar will be held at the **Hunt Valley Inn, a Wyndham Affiliate**.



# EEOC Baltimore Seminar

**U.S. Equal Employment Opportunity Commission**

**2016 SEMINAR LOCATION**

**The Hunt Valley Inn A  
Wyndham Affiliate**

245 Shawan Road  
Hunt Valley, MD 21031  
(410) 785-7000  
[www.huntvalley.com](http://www.huntvalley.com)

**Hotel Arrangements**

Registrants are responsible for their own arrangements

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-PHI-01**

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

**Questions about the seminar?**

**Mary Tiernan**  
**Philadelphia District Office**  
(215) 440-2671  
(215) 440-2632 FAX  
(215) 440-2610 TTY  
[mary.tiernan@eeoc.gov](mailto:mary.tiernan@eeoc.gov)

# U.S. Equal Employment Opportunity Commission

## EEOC Baltimore Area Seminar

Monday  
June 13, 2016

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

### WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

### Training Institute Policies - Event Code: 16T-PHI-01

**PAYMENT - \$349 for the day.** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

#### **GET A DISCOUNT PRICE of \$329 when**

1) registering on-line at [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html) before June 10, 2016.

2) mailed registrations are postmarked on or before May 13, 2016. All mailed payments postmarked after May 13 are subject to the \$349 registration fee. Checks **received after** May 13 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:  
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

**STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE:** To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

**FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

**REGISTER ONLINE - [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)**  
Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov) or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information TTY# 1-800-828-1120.

**CONFIRMATION:** Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# U.S. Equal Employment Opportunity Commission

## EEOC Baltimore Area Seminar

Monday  
June 13, 2016



### Schedule

8:00 a.m.  
Registration

8:45 a.m.  
Start

Lunch Provided

4:45 p.m.  
End

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:  
Mary Tiernan, Outreach & Education Manager,  
(215) 440-2671  
[mary.tiernan@eEOC.gov](mailto:mary.tiernan@eEOC.gov)

- |            |  |
|------------|--|
| 8:00 a.m.  | <b>Registration and Continental Breakfast</b>  |
| 8:45 a.m.  | <b>Welcoming Remarks</b><br><i>Rosemarie Rhodes, Director, EEOC Baltimore Field Office</i>   |
| 9:00 a.m.  | <b>EEOC Legal Updates - What's Going on at EEOC and in the Courts</b><br><i>Debra M. Lawrence, EEOC Regional Attorney, Philadelphia District Office</i>  |
| 10:30 a.m. | <b>Networking Break</b>  |
| 10:45 a.m. | <b>"But I Didn't Know That's Illegal!": Avoiding Discrimination In Employment Policies and Procedures</b><br><i>Ronald Phillips, EEOC Supervisory Trial Attorney, Philadelphia District Office</i>   |
| 12:00 p.m. | <b>Lunch and Networking</b>  |
| 1:15 p.m.  | <b>Workshops: Choose one session</b><br><br><b>EEOC and Maryland Commission on Civil Rights (MCCR) Update: Learn Best Practices Tips on Appearing before EEOC and MCCR, and Agency Updates, including EEOC's New Digital Charge System</b><br><i>Lisa Jones, Supervisory Investigator, EEOC Baltimore Field Office, and Glendora C. Hughes, General Counsel, MCCR</i><br><br><b>Federal Sector Potpourri</b><br><i>Mary Beth Palmer, Chief Administrative Judge, EEOC Baltimore Field Office</i> |
| 2:15 p.m.  | <b>Networking Break</b><br>Workshops: Choose one session at 2:30 p.m. and one at 3:30 p.m.   |
| 2:30 p.m.  | <b>Practical Reasonable Accommodation Tips</b><br><i>Marian Vessels, Director, Mid-Atlantic ADA Center</i><br><br><b>Updates from U.S. Department of Labor OFCCP and DOL Wage and Hour Division</b><br><i>Tom Wells, District Director, DOL, OFCCP, Baltimore District Office, and Mark Lara, District Director, DOL Wage and Hour Division, Baltimore District Office</i>   |
| 3:30 p.m.  | <b>How to Do an Effective Internal Investigation</b><br><i>Suzanne W. Decker, Esq., and Tony W. Torain, II, Esq. Miles &amp; Stockbridge</i><br><br><b>Preventing Sexual Harassment and Pregnancy Discrimination</b><br><i>Stephen Lebau, Esq., Lebau &amp; Neuworth, LLC</i>  |
| 4:45 p.m.  | <b>Adjourn</b>   |

**Credits:** This program has been submitted to the HR Certification Institute for review. This activity has been approved for 6 hours of credit by SHRM. EEOC Training Institute is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>. This program is valid for 6 PDCs for the SHRM-CP or SHRM SCP. For more information about certification or recertification, please visit [www.shrmcertification.org](http://www.shrmcertification.org). This seminar meets the yearly refresher training requirement for federal agency EEO investigators and/or counselors.

# EEOC BALTIMORE AREA SEMINAR 2016

Please print and  
use a separate form  
for each attendee

## ENROLLMENT

Event Code: 16T-PHI-01

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here ☐ )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

## REGISTRATION FEE

☐ One day \$349 / \$329\* **Discount Price**

\*Discount price of \$329 available for online registrations received before June 10, 2016. All payments received after May 13 will be subject to a \$349 registration fee. Checks received after May 13 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

## PAYMENT TYPE

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

**Person filling out this form (if different than registrant)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT [www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; or **e-mail** [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

### \* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an  
EEOC-sponsored seminar,  
course or conference in the  
last 5 years? ☐ Yes ☐ No

# Employees  
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other \_\_\_\_\_

How did you learn about this seminar?

- ☐ Brochure in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other \_\_\_\_\_